



JOB OPPORTUNITY

CALIFORNIA DEPARTMENT OF INSURANCE

ACCOUNTING OFFICER, SPECIALIST

\$3,841-\$4,670

ACCOUNTING SERVICES BUREAU SACRAMENTO

RESPONSIBILITIES: Under the general supervision of the Accounting Administrator I, Supervisor, the Accounting Officer, Specialist performs various professional accounting duties in the General Ledger Unit. Duties include: Reconciles daily Cashiering Collection Report and Report of Deposits; submits Remittance Advices to STO via SCO eFITS; maintains Unclaimed Property records; reconciles and monitors Employee Accounts Receivable; maintains record of major equipment in the General Fixed Assets Account Group; reconciles CalSTARS daily transaction activities report and various GL accounts; reviews setup of new encumbrances; assists in preparation of yearend financial statements for various funds; and provides assistance to department staff and management regarding issues that pertain to the General Ledger Unit.

DESIRABLE QUALIFICATIONS:

- Direct knowledge and experience with State accounting principles, methods, and procedures.
- Knowledge and experience of the principles and practices of CALSTARS.
- Excellent communication and analytical skills.
- Ability to maintain a courteous and professional demeanor at all times.
- Ability to work independently as well as part of a team.
- Ability to be flexible and able to work in a fast-paced office environment.

WHO MAY APPLY: Applications will be accepted from current California State employees at the Accounting Officer level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

APPLICATION PROCEDURE: Send a completed standard State of California application, (STD 678) to Tina Brown, Human Resources Management Division, Department of Insurance, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Please indicate "Accounting Officer, Specialist #192-4546-003" on the State application. Applications must be postmarked by the final filing date to be considered.** For additional information, please call (916) 492-3351 or email brownt. @insurance.ca.gov.

11/19/13 tb

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

Consumer Hotline (800) 927-HELP • Producer Licensing (800) 967-9331



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FINAL FILING DATE: December 5, 2013, Close of Business (5:00 p.m.)

Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CALHR for review and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate state application (STD 678) is required for each recruitment for which you would like to be considered.

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